

~~C O N F I D E N T I A L~~

OIT-0578-86

15 JUL 1986

OIT/TRIS
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MEMORANDUM FOR: Director of Training and Education

INFORMATION: Chief, Facilities Management Division, OL

FROM: Edward J. Maloney
Director of Information Technology

25X1 SUBJECT: Space for Telephone Training at Headquarters

25X1 1. The New Building Communications Program Office (NBCPO), Office of Information Technology requests your assistance in obtaining temporary training space in the original Headquarters building to provide hands-on training to Headquarters personnel on the use of the new integrated secure voice/data telephone system scheduled for activation in November 1986. The training room will be equipped with both integrated terminal equipment (ITE) telephones and data terminals. The NBCPO contractor, Contel Information Systems, will provide the training which will focus on both voice and data system feature operation and the new secure dialing plan.

25X1 2. It is requested that an area of 500-600 square feet be identified at Headquarters that can serve as the training room for an eight month period commencing mid-October 1987. This period of time will cover the anticipated six to seven months necessary to complete the transition from the old to the new secure telephone system, plus any directed customer training after the cutover as was necessary with the nonsecure system. We envision 15-20 people being trained per training session with three or four training sessions per day until all customer requirements are met. As only on-campus Headquarters buildings will receive the new ITE telephones, training will not be required for Agency employees at off-campus locations. At the completion of the training, the room will be relinquished.

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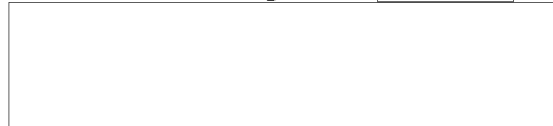
4. To assist NBCPO in their planning, we feel it is essential that a training space be identified not later than 11 August 1986. Your assistance in helping us meet this target date will be greatly appreciated. Please contact

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[redacted] on secure extension
[redacted] if you have any questions on this request. [redacted]



Edward J. Maloney

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ORIG: OIT/NBCPO, (7 July 1986)

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